



THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567
www.berwyn-il.gov

Police Department **Full time Public Safety Communicators (2 openings)**

Position: Public Safety Telecommunicators

Salary: \$31,313/yr

Schedule: Regular and Irregular shift work, necessary to provide communications 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are usually 8 hours but may be changed at the discretion of the Police Chief in order to best accommodate the needs of the division. Work shifts may be extended in the event of emergency, disaster, manpower shortage, workload and work in progress.

The City of Berwyn has immediate openings for three full time positions. This position will receive telephone inquiries and requests for police, fire and emergency medical services; dispatches personnel and equipment to scenes of fire, police, and emergency medical incidents, and other public safety emergencies through the use of radio, telephone, and other methods. Duties can include receiving and providing information promptly and efficiently, competent operation of automated communications equipment, performing related clerical tasks, monitoring police and fire movements and locations.

Requirements include:

- L.E.A.D.S. certification preferred.
- Current and valid Illinois Drivers License
- High School diploma or G.E.D. certificate; some college preferred
- Proficient computer skills; ability to read, speak and write the English Language
- Bi-lingual English/Spanish preferred.

All applicants will be required to take a mandatory orientation session and dispatch/call taker exam at the Berwyn Police Dept., 6401 W. 31st Street at 9 a.m. on Saturday, August 25, 2007. Top qualifying candidates will be invited for further testing and interviews with final selection contingent upon a background check, psychological evaluation and pre-employment drug testing.

Applications must be returned to City Hall by 5 p.m. Friday, August 10, 2007.

Applications can be picked up and returned to:

City of Berwyn
6700 W. 26th St.
Berwyn, IL 60402

The City of Berwyn is an Equal Opportunity Employer



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